



Development Review: Preliminary Plan - Design Checklist

Calvert County Dept. of Planning & Zoning 205 Main Street, 2nd Floor, Prince Frederick, MD 20678
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All file names should use the format: Project Name, Project Number, Version, Brief Description
 (*Lisas Kennel_CSPR-123456_Plan 2_Maps*)

The information identified on this **Subdivision** Design Checklist must appear in the plan drawings or be enclosed with the plan package prior to the submittals being accepted as a complete package for review. Plans must be clearly legible and of a quality that would permit legible reproduction.

Please check in the "Appl(licant)" column to confirm the information provided on your plans. If something is not applicable to your project, check the "N/A" column. **Do not leave any line(s) blank.**

Date submitted		Submitted by:			
Project Name:			Project Number:		
			Appl	n/a	P&Z
Please ensure that all requirements from these ZO Articles and/or other checklists are included, if applicable.					
A	Stormwater Management Plan (Approved Concept and Detailed), study and checklist. Contact Calvert County Department of Public Works/Engineering for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Typical Notes Appendix - apply the notes that are pertinent to this project as listed on the Appendix. (<i>UNDER CONSTRUCTION</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The items in this section are required for all plans. If they do not apply, mark the n/a box.					
1	Professional(s) responsible for preparation of the plan, as applicable. Current Maryland Seal required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Engineer: name, address, telephone number, signature, and expiration date. (P.E.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Landscape Architect: name, address, telephone number, signature, and expiration date. (R.L.A.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Architect: name, address, telephone number, signature, and expiration date. (A.I.A.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Land Surveyor: name, address, telephone number, signature, and expiration date. (P.L.S.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Forester: name, address, telephone number, signature, and expiration date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	MD DNR qualified professional (for forestry plans): name, address, telephone number, signature, and expiration date. (Q.P.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Project name and file number as assigned by Planning & Zoning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Applicant's Information: name, address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Owner's Information: name, address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Developer/Contract Purchaser's Information (if applicable): name, address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Date of preparation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Scale of drawings: either 1" = 30', 1" = 50' or 1" = 100'. Other scales may be accepted where deemed appropriate by the Planning Commission or its designated representative	scale:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Sheet size: either 18" wide x 24" long or 24" wide x 36" long	size:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preliminary Plan Design Checklist

Project Name:	Project Number:	Appl	n/a	P&Z
15	North arrow.			
16	Plan legend.			
17	Index of Sheets. Each sheet shall be numbered and shall show its relationship to the total number of sheets.			
18	Tax map and parcel numbers.			
19	Vicinity map - must include the Source of information. If using the ADC map, provide proof of permission and a # for use.			
20	The title block should be on the bottom right hand corner of the plan, and include the Subdivision Name and the City or Postal Area. The Planning & Zoning Project Number should be shown above the title block.			
21	Complete outline survey of the property to be subdivided showing all courses, distances, and area, and tie-ins to all adjacent road intersections (show parent tracts and parcel)			
22	A chart showing total number of lots and breakdown for conventional lots, TDR lots, receiving area lots, and family conveyance lots. Also list average and minimum lot sizes for the subdivision.			
23	A chart showing acreage tabulation: lots, open space, public rights-of-way, private lanes, recreation area, widening strips, total.			
24	Information as required on the Site Development Stormwater Plan.			
25	The following information about ALL adjacent properties:			
26	Adjacent property "take-off" lines			
27	Owners name, tax map, parcel number, deed reference and land use.			
29	Show all slopes of 15-25% and 25% or greater.			
30	Location and dimensions of the following existing and proposed site improvements. <i>Note: Dimensions shall be in feet and bearings in degrees and minutes. Lot sizes shall be shown in square feet where lot size is less than one (1) acre, and in acres and decimal parts for larger lots.</i>			
31	Show all property lines.			
32	Building Restriction Lines and minimum lot widths (if used to determine front Building Restriction Lines), setbacks from floodplains, water bodies, wetlands and front roadways.			
33	Labels for all property lines, lot lines, rights of way, etc.			
34	Driveways, alleyways and parking lots/spaces.			
35	Rights-of-way existing and proposed, identify if the road <i>is county, state or private</i> .			
36	Any existing roads, structures, utilities, historical or cultural features.			
37	Structures, facilities and outdoor storage areas, including uses and dimensions. For existing, indicate which are to be retained and which are to be removed or altered.			
38	Legal restrictions such as zoning boundaries, town center district/subarea boundaries, and existing covenants.			
39	Total building area.			
40	Public road dedication/widening.			
41	Total road/right-of-way area.			
42	Total open space area, identify the designation.			

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43	Total number and size of buildings and/or dwelling unit by type.					
44	Approximate location of proposed limits of disturbance and total disturbed area.					
45	Labels for radii, arcs, points of tangency, central angles and lengths of curves.					
46	Typical pavement sections.					
48	Approximate location of existing and proposed sidewalks.					
49	Water-related facilities.					
50	General location and height of retaining walls and fences.					
51	Location and nature of existing and proposed wells, both in use and abandoned.					
52	Clustered mailbox location					
54	All survey monuments and benchmarks with their descriptions.					
55	Requirements and location for Recreational and Open Space facilities. Identify type and proposed use.					
58	Specify what improvements or recreation facilities will be provided.					
59	General location and size of storm drains, sanitary sewers, culverts, water course and all appurtenances thereof, water mains and fire hydrants.					
60	Easements, existing and proposed.					
61	Types of road surfaces to be provided.					
62	Septic recovery area (10,000 sq ft for residential lots)					
63	A reference to any land offered for dedication or reservation for parks, schools, widening of roads, or other public uses. All open space, focal points, recreation areas and revertible parcels (when applicable)					
64	General location of existing and proposed signage.					
65	Environmental Requirements					
66	For projects in or near the Chesapeake Bay Critical Area (overlay zone):					
67	Complete form ENV-901 Critical Area Worksheet					
68	Complete form MDCA-801 Critical Area Transmittal Form					
69	Relevant Critical Area details (such as: Critical Area Buffer, Expanded buffer, buffer impacts, existing canopy and clearing, IDA 10% pollution reduction, overlay zoning, etc.).					
70	Natural features:					
71	Location of existing natural features such as tree lines, wetlands, centerline of streams and floodplain (for concepts: use best available information). Include a note citing the information source.					
72	NRPA-1 or NRPA-2 and 10-foot setback.					
73	Location and label of soil types. Table including symbol, name, hydrologic group, K factor, and hydric rating.					
74	Location of proposed tree line.					
75	All information required by the Calvert County Forest Conservation Program including the requirements listed in the Zoning Ordinance and in the Maryland Forest Conservation Technical Manual. See Forest Conservation checklists for additional information.					

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						Appl	n/a	P&Z
76	Health Department Approval							
77	Percolation tests must be performed and septic recovery areas must be shown on the preliminary plan and approved by the Department of Environmental Health prior to preliminary approval of any lot regardless of size.							